



**AMENDMENT II**

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**Page 44 – The Credit for Non-Classroom Experiences policy has changed as follows:**

This statement has been removed. “A student must enroll in HCC and earn a minimum of 16 semester hours of credit through regular classroom attendance before non-classroom credit will be recorded on his/her permanent record.”

**Page 5 of Amendment I and Page 70 - Satisfactory Academic Progress for Federally Funded Financial Aid has changed as follows:**

**Satisfactory Academic Progress Policy For Financial Aid**

All students at Holmes Community College who receive federal financial aid must make satisfactory academic progress toward completion of their degrees within a reasonable period of time. Holmes Community College has approved the following standards defining satisfactory progress, in accordance with regulations issued by the United States Department of Education. Satisfactory Academic Progress (SAP) status will be determined at least once each year, generally at the end of the spring term. The first time a student falls below the required Qualitative and Measurable Progress components of this policy, he/she is placed into a “SAP Warning” status. If a student continues to fail these standards after the completion of a subsequent term of enrollment, he/she is placed into SAP Failure Status and is no longer eligible to receive federal aid. The student may continue to attend Holmes Community College at their own expense.

**Undergraduate Students**

An undergraduate student is considered to be making satisfactory progress if he/she meets the following:

- is admitted and enrolled as a degree student
- meets the required qualitative measure for financial aid recipients
- maintains measurable progress toward the completion of the degree
- completes degree requirements within a reasonable length of time

**Required Qualitative Measure**

In order to meet the required qualitative measure, a student must maintain a minimum overall cumulative GPA based on the following scales. This measure becomes effective when the student has attempted at least 6 credit hours at Holmes Community College.

<u>1-16 hours</u>	<u>17-32 hours</u>	<u>33-48 hours</u>	<u>49 and above</u>
1.0 G.P.A.	1.50 G.P.A.	1.75 G.P.A.	2.0 G.P.A.

**Measurable Progress Requirement (Completion Rate)**

In order to maintain measurable progress toward the completion of their degree, a student must successfully complete a satisfactory percentage of all Holmes Community College coursework and all transfer credit hours attempted. The percentages are outlined below. (Hours attempted include repeated courses, dropped courses, withdrawals, remedial courses, incomplete and completed

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courses.) This measure becomes effective when a student has attempted at least 6 hours of credit at Holmes Community College.

<u>1-16 hours</u>	<u>17-32 hours</u>	<u>33-48 hours</u>	<u>49 and above</u>
50% or greater	50% or greater	50% or greater	67% or greater

**Example A:** A student has attempted 42 credit hours and successfully completed 36 of those hours, dropped 3 hours and failed 3 hours. Their completion rate will be 36 hours earned divided by 42 hours attempted which equals 85.7% completion rate. Therefore, the student has then met the measurable progress component of this requirement.

**Example B:** A student has attempted 42 credit hours and successfully completed 20 of those hours, and has either dropped, failed, repeated, has an incomplete, or has withdrawn from the other 16 hours. Their completion rate would be 20 hours divided by 42 hours attempted which equals only a 47.6% completion rate. Therefore, the student has not met the measurable progress component of this requirement.

### Max Time Frame:

In order to comply with federal guidelines, Holmes Community College must place students on financial aid suspension when they have attempted 150% or more of the hours required to complete their respective degree. (This is generally 96 attempted hours.) Students who have changed majors, or are considering changing majors, are encouraged to communicate with the Office of Financial Aid any extenuating circumstances that may have resulted in the accumulation of extra hours, particularly those students considering changing to a Career/Technical major. These circumstances will be considered and an extension may be granted for a limited time based on appeal.

### Appeal Process:

A student failing to meet the minimum standards, who has extenuating circumstances or who has a reasonable basis for special consideration may appeal their suspension to the Director of Financial Aid. If a written appeal is needed, it should be presented at least two weeks prior to the beginning of the next semester. The appeal should be sent to the Director of Financial Aid, Holmes Community College, Goodman, MS 39079. **Note: Financial aid suspension does not prevent a student from attending Holmes Community College if he/she is not on academic suspension. However, the student may continue to attend HCC at his/her own expense.**

### Cumulative Record:

A student's entire academic record at Holmes Community College, as well as all transfer work will be evaluated to determine eligibility for financial aid, regardless of whether or not he/she has received aid for all semesters.

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### **Probation:**

Any student who fails to meet the standards will be given one semester of probation. During this probation semester, a student will continue to be eligible for financial aid.

### **Financial Aid Suspension:**

Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards are achieved.

### **Notification:**

Any student placed on probation or suspension will be notified in writing from the Office of Financial Aid.

**Page 8 of Amendment I – Criminal Justice Curriculum has changed as follows:**

**Criminal Justice**

**First Year**

First Semester		Second Semester	
Eng Comp I.....	ENG 1113	Eng Comp II.....	ENG 1123
Coll Algebra .....	MAT 1313	Computer Literacy .....	3
Gen Psy.....	PSY 1513	Human Growth .....	EPY 2533
Prin Biology I .....	BIO 1114	Prin Biology II .....	BIO 1124
*Intro/Criminal Jus .....	CRJ 1313	*Police Admin &Org... ..	CRJ 1323
Total	16 hrs.	Total	16 hrs.

**Second Year**

First Semester		Second Semester	
Humanities Elec .....	3	Humanities Elec .....	3
Intro Sociology.....	SOC 2113	Oral Commun .....	SPT 1113
Fine Arts Elec .....	3	Social Problems.....	SOC 2133
Amer Nat Govern .....	PSC 1113	State & Local Govt.....	PSC 1123
*Intro/Corrections .....	CRJ 1363	**Criminal Invest. I.....	CRJ 2333
*Elective	3		
Total	18 hrs.	Total	15 hrs.

\*Consult with your chosen transfer university or college to determine modification of this curriculum. Criminal Justice Electives:

CRJ 1333 – Police Administration & Organization II

CRJ 1343 – Police & Community Relations

\*\*CRJ 1383 – Criminology (May substitute for Criminal Investigation I)

CRJ 2213 – Traffic Law

CRJ 2313 – Police Operations

CRJ 2323 – Criminal Law-Evidence

CRJ 2393 – Survey of Criminalistics

CRJ 2513 – Law Enforcement & the Juvenile

**Page 17 of Amendment I and Page 151 – The EMT-P curriculum & policies have changed as follows: Emergency Medical Technology – Paramedic**

**First Year**

**First Semester**

Prehospital Care..... EMT 1122  
 Human A & P II..... BIO 2524  
 Airway Mgmt..... EMT 1315  
 Patient Assest. .... EMT 1415  
 Clinical Internship I .... EMT 1513  
 Prehospital OB/GYN. EMT 2412  
 Total 21 hrs.

**Second Semester**

Field Internship I ..... EMT 2552  
 Prehos Pharmacology EMT 1613  
 Prehos Med Care ..... EMT 2855  
 Prehos Cardiology ..... EMT 1825  
 Clinical Internship II ... EMT 1523  
 Total 18 hrs.

**Summer Semester**

Prehos Pediatrics ..... EMT 2423  
 Field Internship II ..... EMT 2564  
 Team Management ..... EMT 2913  
 Special Considerations... EMT 1423  
 Prehos Trauma EMT 2714  
 Total 17 hrs.

**Second Year**

**First Semester**

English Comp I ..... ENG 1113  
 Computer Literacy ..... 3  
 Social/Behavioral Sci ..... 3  
 Fine Arts/Humanities ..... 3  
 Oral Communication . SPT 1113

Total 15 hrs.

Total hours for Emergency Medical Technology Program 71 hrs.

**PROGRAM DESCRIPTION: The Emergency Medical Technology – Paramedic (EMT-P)** is a post-secondary program drawing its students from EMT-Basics who hold current national registration and have successfully completed 4 credit hours of anatomy & physiology (BIO 2514 or BIO 2513 & 2511 or equivalent).

This program is a minimum of three semesters requiring a minimum of 1200 clock hours of classroom instruction, 250 clock hours of clinical internship, and 250 clock hours of field internship.

Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient. Clinical internship requires participation in care of patients in a hospital emergency department, and according to availability, CCU, SICU, MICU, Neurological ICU, labor and delivery, operating room, psychiatric, pediatric, and geriatric theaters. Field internship is done with an ambulance service and/or rescue service providing advanced life support services to the community.

A student successfully completing the program will receive an Associate of Applied Science degree from the college and be able to sit for the National Registry of Emergency Medical Technician, Paramedic certification examination.

The Mississippi State Department of Health, Office of EMS, and the State Paramedic Committee sanction this training program and the curriculum is subject to change as directed by those agencies. The program meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S.

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Department of Transportation and is accredited by the Commission of Accreditation of Emergency Medical Services Paramedic Committee (CoAEMSP). Contact information for CoAEMSP is 1248 Harwood Rd, Bedford, TX 76021, Phone 817-283-9403, Fax 817-354-8519, [www.coaemsp.org](http://www.coaemsp.org).

### **\*EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC PROGRAM ADMISSION POLICY**

1. Must meet HCC admissions requirements.
2. Must have current national registration as an EMT-Basic.
3. Must be a Mississippi-certified EMT in good standing prior to clinical.
4. Must successfully pass a re-test of basic EMT skill and knowledge.
5. Must provide past academic records for review by an admissions committee (may or may not be faculty members.)
6. Must have completed 4 of the required 8 semester hours of anatomy and physiology with lab from an accredited post-secondary school (A & P I-BIO 2514 or BIO 2513 & BIO 2511 or equivalent) prior to enrollment; A & P II is in the curriculum for any students who have completed only A & P I prior to enrollment; A & P I & II must be completed with a minimum overall average of 2.0.
7. Must successfully pass a Criminal Background Check as required by Mississippi State Law. (Students will be responsible for the fee for the background check which will be paid to the agency conducting the check. HCC will not handle the fee for the background check.)

*\*Subject to Mississippi EMS: The Law, Rules, and Regulations.*

**Holmes Community College also offers the EMT-Basic course. \* The admission requirements for EMT-Basic course are the following:**

1. **Must meet HCC admissions requirements.**
2. **Must be at least 18 years old.**
3. **Must be able to read and write.**
4. **Must be a high school graduate or GED equivalent.**
5. **Must have a minimum score of 16 on the ACT if taken on or after October 1989 or 12 if taken prior to October 1989.**
6. **Must hold a valid CPR certification (Health Care Provider).**
7. **Must be physically fit per physical examination by physician.**
8. **Must begin hepatitis B vaccination prior to clinical or ambulance run portion of the class.**

*\*Subject to Mississippi EMS: The Law, Rules, and Regulations.*

**Page 19 of Amendment I and Page 155 – Engineering Tech, Construction Tech Curriculum has changed as follows:**

ENT 2713 – Architectural History has been added to the list of approved technical electives.

**Page 20 of Amendment I and Page 156 – Engineering Tech, Drafting & Design Curriculum has changed as follows:**

ENT 2713 – Architectural History has been added to the list of approved technical electives.

ENT 1223 – Wood Technology has been added to the list of approved technical electives.

**Page 22 of Amendment I and Page 159 – Engineering Tech, Industrial Technology Curriculum has changed as follows:**

ENT 1223 – Wood Technology has been added to the list of approved technical electives.

**Page 24 of Amendment I & Page 162 – The address of the Funeral Service Technology accrediting agency has changed:**

*The Funeral Service Technology program at HCC is accredited by the American Board of Funeral Service Education (ABFSE, 3432 Ashland Avenue, Suite U, St. Joseph, MO 64506, Phone: (816) 233-3747, web: [www.absfe.org](http://www.absfe.org).*

All Funeral Service Technology Students must take the National Board Examination (NBE) prior to graduation.

**Page 180 – The following Academic Courses have been added:**

CRJ 1323 – Police Administration & Organization I.

Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three lectures. Three hours credit.

CRJ 1333 – Police Administration & Organization II.

Study of line activities of law enforcement agencies with emphasis on patrol functions and prevention of crime; includes traffic investigations, juvenile, vice and other specialized units. Three lectures. Three hours credit.

CRJ 1343 – Police & Community Relations.

Current issues between police and community. Role and influence of officer in community relations, tensions and conflict and the problem areas of race and juveniles. Three lectures. Three hours credit.

CRJ 1363 – Introduction to Corrections.

An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three lectures. Three hours credit.



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### CRJ 1383 – Criminology.

The nature and significance of criminal behavior. Theories, statistics, trends, and programs concerning criminal behavior. Three lectures. Three hours credit.

### CRJ 2213 – Traffic Law.

An examination of the role of government in coping with traffic problems. Emphasis is placed on the history, development, and enforcement of statutes pertaining to motor vehicles. Three lectures. Three hours credit.

### CRJ 2313 – Police Operations.

A study of the operation and administration of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division. Three lectures. Three hours credit.

### CRJ 2323 – Criminal Law-Evidence.

Criminal evidence for the law enforcement officer furnishing a practical insight into the rules of evidence; kinds of degrees; and considerations governing the admissibility of evidence in court. Three lectures. Three hours credit.

### CRJ 2333 – Criminal Investigation I.

Fundamentals, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews and interrogation. Follow up. Three lectures. Three hours credit.

### CRJ 2393 – Survey of Criminalistics.

The study of scientific crime detection methods; modus operandi, crime scene search, preservation of evidence, research projects and class participation required. Three lectures. Three hours credit.

### CRJ 2513 – Law Enforcement & the Juvenile.

The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three lectures. Three hours credit.

### **Page 33 of Amendment I & Page 216 - The following technical courses have changed:**

BOT 2773- CPT Coding is now BOT 2643 – CPT Coding.

BOT 2783 – ICD Coding is now BOT 2653 – ICD Coding.

### **Page 210 - The following technical course has been added:**

### DBT 1214 – Database Architecture and Administration.

This course is designed to give students a firm foundation in basic database tasks enabling them to design, create, and maintain a database. Students will gain a conceptual understanding of database architecture and how its components work and interact with one another. Students will also learn to create an operational database and properly manage the various structures. Two lectures. Three hours laboratory. Four hours credit.

**Page 248 – The following technical course description has been changed:**

The Work-Based Learning description has been changed as follows: Six semesters of Work-Based Learning are offered with 1 – 3 semester hours credit available per semester and summer sessions. A maximum of six hours of WBL may be substituted for technical courses (required or elective) upon the approval of the student's advisor and the WBL Coordinator.

I certify this amendment is true and correct in content and policy.



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Fran Cox, Vice President for Instructional Affairs

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9-19-06  
Date